

Neighbourhoods Select Committee (Chairman – Councillor N Bedford)

Work Programme 2018/19

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) KPIs 2017/18 – Outturn Review	First meeting of each municipal year	Outturn KPI performance report for 2017/18	26 June 2018 20 September 2018 20 November 2018 29 January 2019 19 March 2019
(2) KPIs 2018/19 - Quarterly Review	Quarterly	Review of quarterly performance: Q1 in September 2018 Q2 in November 2018 Q3 in January 2019 KPI targets for 2019/20 in March 2019 (report req'd)	
(3) Corporate Plan Key Action Plan 2017/18 – Outturn Review	First meeting of each municipal year	Outturn Key Action Plan 2017/18 performance.	
(4) Corporate Plan Key Action Plan 2018/19 – Quarterly Review	Quarterly	Review of quarterly performance: Q1 September 2018 Q2 November 2018 Q3 January 2019	
(5) Directorate Business Plan 2019/20	19 March 2019	All relevant Portfolio Holders to present highlights of the priorities and service challenges from the business plan for their portfolio for the next year, to the final meeting of the select committee in each municipal year.	
(6) Transformation Projects – relevant to this Committee.	As appropriate.	Details of relevant new transformation projects to be submitted to the relevant SC for scrutiny.	
(7) Transformation Projects – closure and benefits reports	As appropriate.	That any Directorate appropriate project closure and benefits realisation reports be submitted to this SC for information.	

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(8) Local Plan – to receive regular updates on the current position	Update to go to each meeting	Committee to keep a watch in brief on the position of the District's Local Plan.	
(9) Environmental Enforcement Activity	March 2019	(a) Annual report to Committee.	
(10) Corporate Green Working Party – to receive progress report	As appropriate: June 2019	(a) To monitor and keep under review the Council's progress towards the development and adoption of a corporate environmental policy / energy strategy. (b) To receive Officer full progress report (<u>not</u> Minutes). Next <u>full</u> report due of 5 March 2018 meeting.	
(11) Environmental Charter – to receive an annual update	June 2018	At their meeting on 28 June 2016 the Committee agreed to receive an annual update of the Council's Environmental Charter	
(12) Licenced Taxi Drivers – review of arrangements	September 2018	Item from the O&S Co-ordinating Group	
(13) Off-Street Parking Service – yearly review	June 2018	To review on an annual basis the off-street parking service upto 31 March 2018. The contract with NSL started April 2017.	
(14) Leisure Management Contract	As appropriate: November 2018	To review the Council's leisure contract with Places for People Leisure (PfP). The contract started April 2017. Next meeting to be held on 27 September 2018.	

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(15) Emergency planning – to report on the Council's emergency response systems and emergency housing arrangements	September 2018	(a) Following the Grenfell Tower Fire – to consider our procedures. (b) To receive a Fire Risk Assessment report for the Townmead Depot, Waltham Abbey. (c) To receive a report on the Council's emergency planning procedures	
(16) Air Quality Officer	June 2018	Invitation to attend.	
(17) Public Health Officer	June 2018	Invitation to attend – to report on: (a) How the team works and which departments come under Public Health; (b) How to raise the profile; (c) Trends; and (d) Identification of hazards.	
(18) Health and Safety Policies	September 2018	To review any aspect of the Council's Health and Safety Policies (if appropriate).	